

**MINUTES OF A MEETING  
OF THE POLICY AND RESOURCES COMMITTEE  
MALVERN TOWN COUNCIL**

**held on Wednesday 5 June 2019 at 6.00 pm**

**in the Council Chamber, Malvern Town Council, Belle Vue Terrace, Malvern**

**Councillors**

Present

J Dallow  
C Hooper  
N Houghton  
L Lowton  
R McLaverty-Head  
N Mills  
J Thomas

Absent

P Tuthill (apologies)  
J O'Donnell (apologies)  
D Roberts (apologies)

**In attendance**

Linda Blake – Town Clerk  
Louise Wall – Minute Clerk

**1. ELECTION OF CHAIRMAN**

Councillor Jeremy Thomas was elected Chairman of the Policy and Resources Committee for 2019/20.

**2. ELECTION OF VICE-CHAIRMAN**

Councillor Clive Hooper was elected Vice-Chairman of the Policy and Resources Committee for 2019/20.

**3. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from:

- Cllr James O'Donnell (prior engagement)
- Cllr Dan Roberts (medical appointment)
- Cllr Paul Tuthill (illness)

**4. DECLARATIONS OF INTEREST**

None.

**5. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Chairman:

- Policy and Resources Committee held on 27 March 2019

**PUBLIC PARTICIPATION**

There were no members of the public present at the meeting.

**6. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2018/19**

**Management Accounts for the Fourth and Final Quarter ending 31 March 2019**

Report PR01/19 was received and accepted and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2018/19 financial year, explaining that these are management accounts, issued quarterly, and include a lot of detail which is summarised in the report on the front of the accounts pack.

Committee received the management accounts.

The Town Clerk reported that the fourth quarter ended with an overspend against budget of £24,304. This was explained by a number of projects being agreed by Council to use the underspend of the previous three quarters. The financial year as a whole remains under budget by £23,514.

A correction was **NOTED** to the date in point 4.11 which should read '... as at 31 March 2019'.

It was also **AGREED** that the 'comments' column of report QUA5Aii include reasons for an overspend or underspend against budget.

Councillors discussed the time allocation analysis chart at appendix A and some felt that it should include 'expected' or 'budget' figures so that a comparison can be made with the actual figures, therefore providing more useful information.

It was **AGREED** that a further pie chart would be included to show the split of overall expenditure across the Council's services.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2019.

#### **Cash report CR1 March 2019**

Committee **NOTED** the cash report for March 2019.

#### **Bank Payments Schedule March 2019**

Committee **NOTED** the Bank Payment Schedule for March 2019.

### **7. FINANCIAL REPORTS**

Report PR02/19 was received and accepted.

The Town Clerk explained that for the first time this included online payments, which had been trialled and would be used more going forwards in place of cheques.

Debtors days are low as the Town Council has strict credit control policies and many services which are provided have to be paid for in advance such as funerals and allotments.

The Town Council aims to keep creditor days within thirty days and pay local suppliers within their payment terms as far as possible.

The Town Clerk explained that the internet banking system had been trialled successfully and approved by the internal auditor who was satisfied by security procedures in place.

Drawing out petty cash continued to be a problem and the internal auditor had suggested that a staff member could withdraw cash and then be reimbursed. However, members did not agree that this was a satisfactory arrangement and suggested that this should be looked into further.

#### **Cash Report CR1 April 2019**

Committee **NOTED** the cash report for April 2019.

#### **Bank Payments Schedule April 2019**

Committee **NOTED** the bank payment schedule for April 2019.

### **8. UPDATE ON INTERNET BANKING ARRANGEMENTS**

This item had been covered in agenda item 7.

**9. REVIEW OF GRANTS SCHEME POLICY AND TIMETABLE FOR 2019**

Report PR03/19 was received and accepted.

The form for small grants applications was reviewed and although previous comments had been that the form was onerous, members felt that the questions asked on the form were necessary.

Members reviewed the policy wording and it was **AGREED** to remove the second half of the sentence at bullet point 7, section 3, so that it will now read

***“Organisations should not make a presumption that funding will continue on a year-to-year basis.”***

It was **RECOMMENDED** to keep the small grants application form in its current layout for this year.

It was **RECOMMENDED** that the grants scheme timetable be amended to open one month earlier than in previous years and to give a six-week period to return applications rather than a month.

The timetable should be as follows:

<b>Action</b>	<b>Proposed timescale</b>
Grant scheme opens	05/07/19
Adverts in local press	05/07/19 & 12/07/19
Social media notifications/ website/ noticeboards	05/07/19 onwards
Closing date for applications	23/08/19
Review of applications by officers, week ending	13/09/19
P & R committee meeting to consider grant applications	18/09/19

**10. INSURANCE RENEWAL 2019/20**

The Town Clerk explained that as of 1 August 2019, the Council would enter into the fourth year of a five-year insurance contract with WPS. This had been agreed after going out to tender to secure a fixed low premium. It was **NOTED** that premiums had fallen considerably and in 2008 the Council had paid £46,000 for its insurance policy, whereas the premium paid in 2018/19 has been £20,000 of which £2,233 covered the Council's multi-vehicle policy.

**11. 2019-2020 NATIONAL SALARY AWARD**

Report PR04/19 was noted.

**Exclusion of Press and Public**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

***Louise Wall left the meeting at 7.35pm***

12. **STAFFING MATTERS**

Councillors discussed a number of staffing matters. It was **AGREED** that the Town Clerk would provide further information to be presented to the next meeting of Policy and Resources committee.

13. **DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the next meeting of the Policy and Resources Committee will be Wednesday 31 July 2019 at 6.00 pm.

The meeting closed at 8.15 pm.

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(Chairman)

DRAFT